



Travel Preparation Checklist

Going on a big trip? Use our travel preparation checklist to keep from forgetting anything important. List is ordered chronologically for easy use.

10–30 Days Before Departure

- Packing list:** Download or create a gear list tailored to your trip plans.
- Pets:** Arrange pet care; plan far ahead for pet boarding, particularly during holiday periods.
- School:** Prearrange school absences for children.
- Luggage:** Decide if you have enough capacity.
- Vehicle:** Schedule pre-trip maintenance.
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5–7 Days Before Departure

- Meetings:** Reschedule appointments; notify others of your absence.
- Bills:** Check due dates for bills; pay early if necessary.
- Prescriptions:** Ensure your supply meets trip duration.
- Books:** Pick up books, magazines and/or load your e-reader.
- Support:** Leave a copy of your itinerary/contact info with a friend (*and at trailheads, under your car seat*).
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2–4 Days Before Departure

- Mail/newspaper:** Suspend delivery, or ask a neighbor to collect it for you.
- Yard:** Mow lawn, or arrange to have it mowed (*and plants watered*).
- Trash:** Cancel trash pickup (*or ask a neighbor to handle the task*).
- Lights:** Set automatic timers at varying times and multiple rooms.
- Batteries:** Charge rechargeables (*for camera, phone, laptop, headlamp, music player or other items*).
- Documents:** Organize tickets, passports, maps, permits, medical info.
- Reservations:** Confirm reservations (*plane, hotel, car*).
- Weather:** Check destination forecast; adjust packing list accordingly.
- Begin packing:** Organize what you can ahead of time.
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1 Day Before Departure

- Refrigerator:** Clean out perishables.
- Office:** Inform coworkers of your return date.
- Computer:** Set out-of-office automated response.
- Check-in:** Use online check-in to print airline boarding pass early.
- DVR/VCR:** Set timer to record favorite shows.
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Day of Departure

- Plants:** Water inside and outside.
- Heating/cooling:** Reduce thermostat and water heater settings; raise air conditioner setting.
- Electricity:** Unplug idle devices (*e.g., toaster, coffee maker, computer, hair dryer*).
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